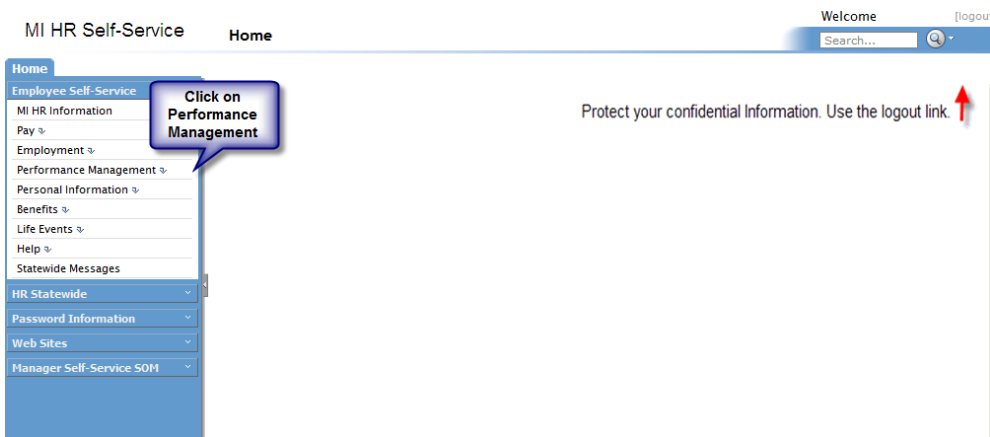
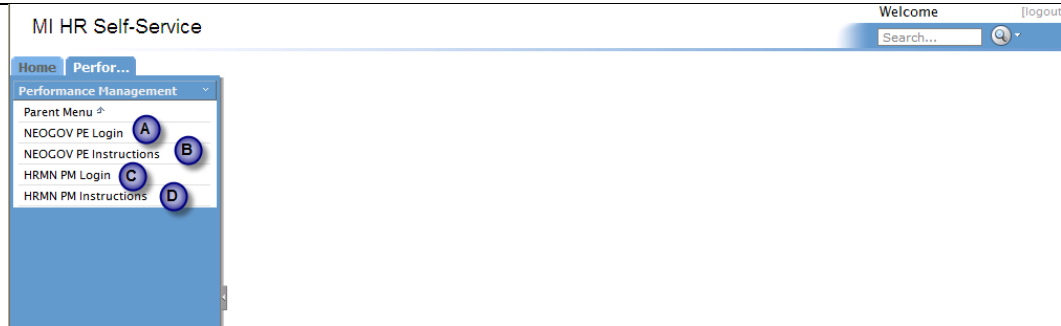


Module #2	Manager/Supervisor Overview of PE
Objective:	<p>This How To provides an overview of the PE system for manager/supervisors. Manager/supervisors should first review the Employee Overview (Module #1).</p> <p>For specific instructions on creating performance (evaluation) plans, please go to Module #3.</p>
Pre-Module Requirements: <ul style="list-style-type: none"> Manager/supervisor has received access to the system. 	
Glossary: <ul style="list-style-type: none"> Performance plans can also be called Evaluation Plans. 	
Steps: <ol style="list-style-type: none"> In MI HR Self Service, click on the Performance Management bookmark. 	
	
<ol style="list-style-type: none"> In the Performance Management bookmark are links to the following: <ol style="list-style-type: none"> NEOGOV PE login If you have been provided with an email to access NEOGOV PE, use this link. NEOGOV PE instructions For information on how to use NEOGOV PE including an overview of the system, use this link. HRMN PM login (HRMN Performance Management system) If you have current plans in the HRMN PM, you will finish your plan there before using NEOGOV PE. Therefore, use this link. HRMN PM instructions For information on how to use HRMN PM, use this link. 	

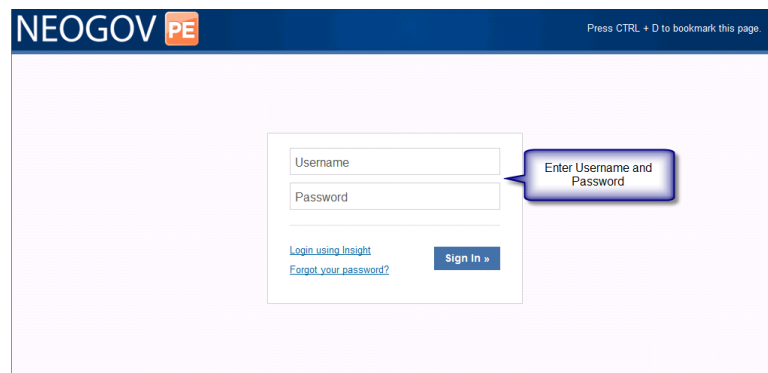
Module #2



3. You should have received an **Activate Your NEOGOV PE User Account** email with a link to create your account **Password** using your email address as your **Username**.

PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.

4. Log into the NEOGOV PE site using your **Username** and **Password**. Click on **Sign In >>** button.



5. The Manager/supervisor **Dashboard** will include your assigned direct reports. Their name(s) will appear beneath the **My Direct Reports** header. You will also see the Civil Service classification, overdue tasks, and ability to create journal entries for each employee in the direct reports section.
6. The **My Tasks** section includes tasks related to performance (evaluation) plans for you and your direct reports. These tasks - to conduct ratings - are assigned from the performance (evaluation) plan template.
7. The **My Evaluations, View All of My Evaluations** link takes you directly to the Employee Details page where you can select and view your performance evaluation(s).
8. Clicking on the title of an evaluation takes you directly to that **Evaluation Details** page.

Module #2

The screenshot shows the NEOGOV PE Perform dashboard. The top navigation bar includes the NEOGOV logo, a dropdown menu for 'Perform', a search bar, and user information for 'MCSC MANAGER'. Below the navigation bar, there are tabs for 'Employees', 'Library', 'Trainings', and 'Reports'. The main content area is divided into three sections: 'My Tasks', 'My Evaluations', and 'My Direct Reports'. The 'My Tasks' section shows a summary of tasks with counts for Total (1), Rating (1), Approve & Sign (0), Sign (0), Approve (0), Other (0), and Overdue (0). Below this is a table with columns for Task, For Employee, Related To, and Due Date. The 'My Evaluations' section shows a list of evaluations with details like Job Aids, Demo-Peer Rating, and MCSC PROB-1. The 'My Direct Reports' section shows a list of direct reports, including MCSC EMPLOYEE (PE-Human Resources Analyst).

9. When you click on a Direct Report, you are taken to the employee's information. The employee's **My Dashboard** is not available to the manager/supervisor and will not appear in the list below their picture.

The screenshot shows the NEOGOV PE Perform Employee Details page. The top navigation bar is the same as the previous screenshot. The main content area is divided into three sections: 'Employee Details', 'Performance Evaluations', and 'Development Plans'. The 'Employee Details' section shows a profile card for 'MCSC EMPLOYEE' (PE-HUMAN RESOURCES ANALYST) and a list of employee information including Employee #, Email, Position, Address, Phone, Active status, Class Spec, Department, Division, Online Access, Start Date, and Separation Date. The 'Performance Evaluations' section shows a table with columns for Evaluation Name, Evaluation Type, Due Date, Status, Completion Date, Description, and Arch. The 'Development Plans' section is currently empty.

Employee's My Dashboard is not available

Module #2

10. Click on the **NEOGOV** icon to return to your information.

Click on NEOGOV to return to your dashboard

Employee Details

Employee #:	456321	Class Spec:	PE-HUMAN
Email:	peapi+employee@mitraining.com		RESOURCES
Position:	PE-Human		ANALYST
	Resources Analyst	Department:	PE-CIVIL SERVICE
Address:			COMMISSION
Phone:		Division:	
Active:	Yes	Online Access:	Activated
		Start Date:	05/07/2006
		Separation Date:	

11. Click on Org Chart.

12. **Org Chart** will display your organizational placement based on your reporting relationship. Clicking on the up arrow will display your manager/supervisor/direct manager/supervisor/supervisor.

Click on Org Chart

MCSC MANAGER
PE-HUMAN RESOURCES MANAGER

- MARK PUNG**
PE-DEPARTMENTAL ANALYST-A
- MCSC EMPLOYEE**
PE-Human Resources Analyst

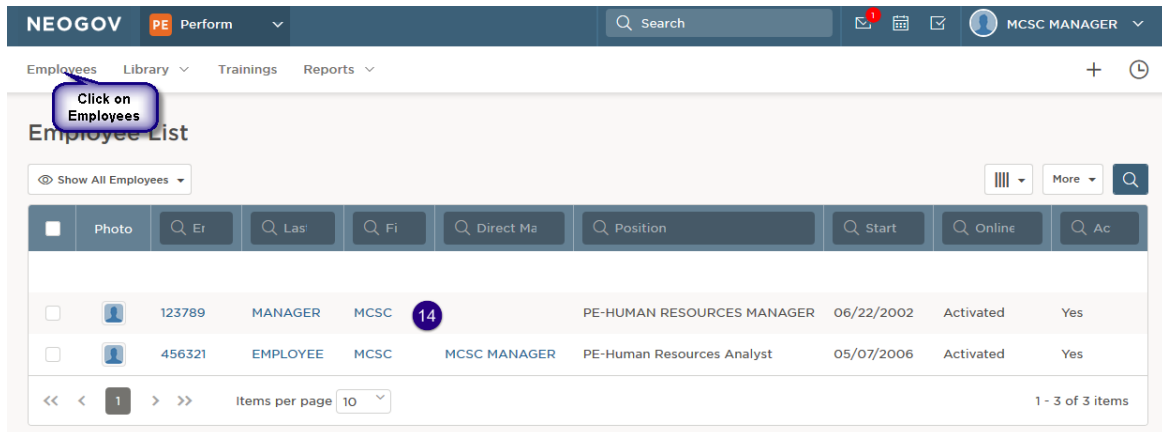
13. You may be able to click up through higher levels in your organization if additional arrows appear. Manager/supervisors may only search on their direct reports. These settings are controlled by security.

14. Click on the **NEOGOV** icon to exit Org Chart.

Module #2

15. Click on **Employees**.

16. The **Employee List** will display your own employee record and those of your direct reports. To access a profile, click the first name, last name, or employee number. This will take you to the Employee Details screen.

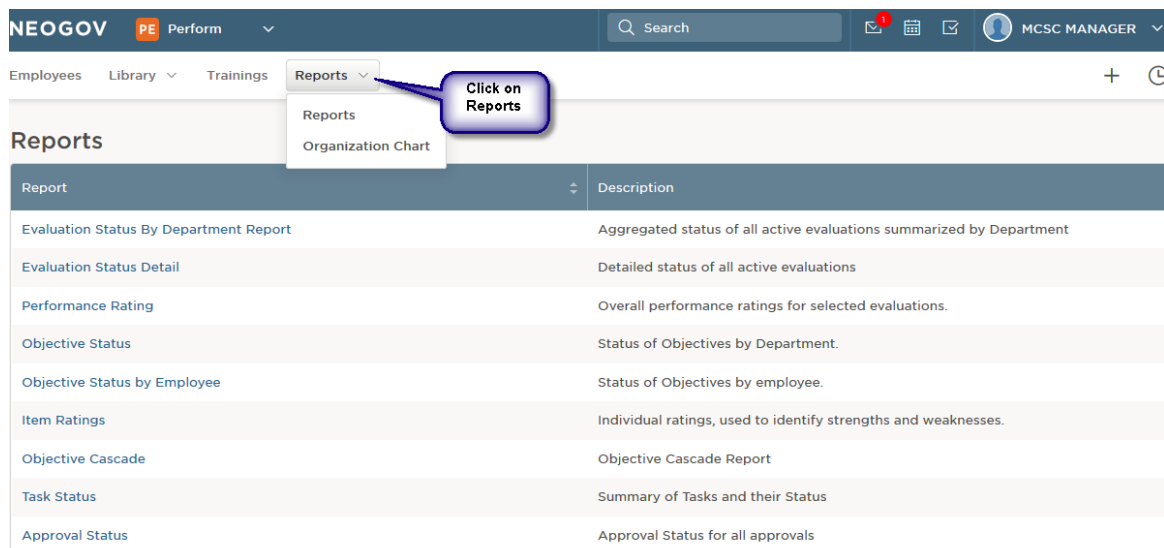


The screenshot shows the NEOGOV PE interface. The top navigation bar includes 'NEOGOV', 'PE Perform', a search bar, and a user profile 'MCSC MANAGER'. Below the navigation bar, the 'Employees' link is highlighted with a callout bubble that says 'Click on Employees'. The main content area is titled 'Employee List' and features a table with columns for Photo, Employee Number, Name, Title, Department, Start Date, Status, and Action. Two employees are listed: a Manager (123789) and an Employee (456321). A callout bubble points to the '14' in the Manager's title.

17. To return to your Dashboard, click on the **NEOGOV** icon.

18. Click on **Reports**.

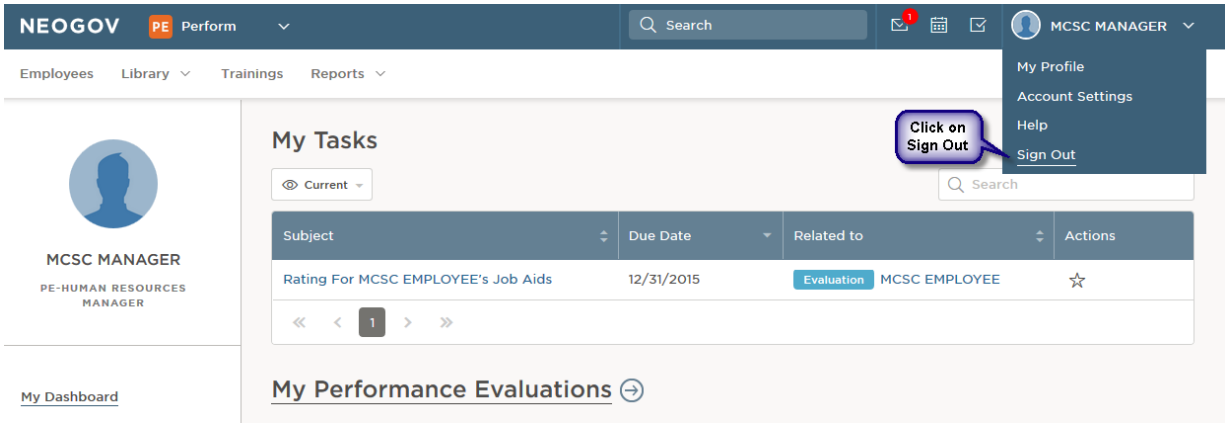
Manager/supervisors have access to run **Reports** on their direct reports. Please see Module #5 for information on reports.



The screenshot shows the NEOGOV PE interface. The top navigation bar includes 'NEOGOV', 'PE Perform', a search bar, and a user profile 'MCSC MANAGER'. Below the navigation bar, the 'Reports' link is highlighted with a callout bubble that says 'Click on Reports'. The main content area is titled 'Reports' and features a table with columns for Report and Description. The table lists various reports such as 'Evaluation Status By Department Report', 'Performance Rating', and 'Task Status'.

19. To exit NEOGOV PE, click on **Sign Out**.

Module #2



The screenshot shows the NEOGOV PE interface for an MCSC Manager. The top navigation bar includes the NEOGOV logo, a 'Perform' button, a search bar, and a user profile dropdown for 'MCSC MANAGER'. The user menu options are: My Profile, Account Settings, Help, and Sign Out. A callout box with the text 'Click on Sign Out' points to the 'Sign Out' option. The main content area is divided into two sections: 'My Tasks' and 'My Performance Evaluations'. The 'My Tasks' section shows a table with columns: Subject, Due Date, Related to, and Actions. The table contains one task: 'Rating For MCSC EMPLOYEE's Job Aids' with a due date of '12/31/2015', related to 'MCSC EMPLOYEE', and an 'Evaluation' status. The 'My Performance Evaluations' section has a link with a right arrow icon.

Additional Resources:

NEOGOV PE Tutorial

Help & Training available in PE in the drop-down under your name (top right corner)

PE Glossary

PE FAQs

For questions on the new system or this job aid, email MCSC-NEOGOV@michigan.gov

For questions on performance management plans, contact your HR Office